



Bounty Cook Colliery

Contractor Management System

User guide for registering your business

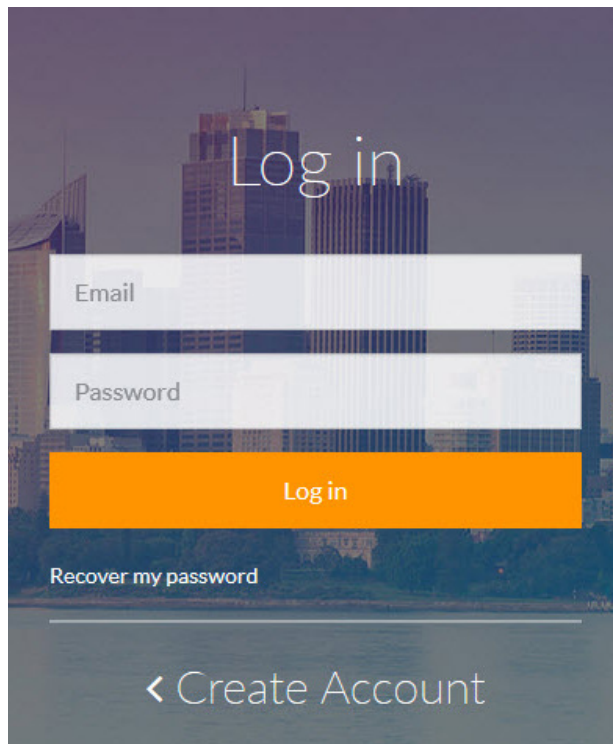
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REGISTERING AS A USER

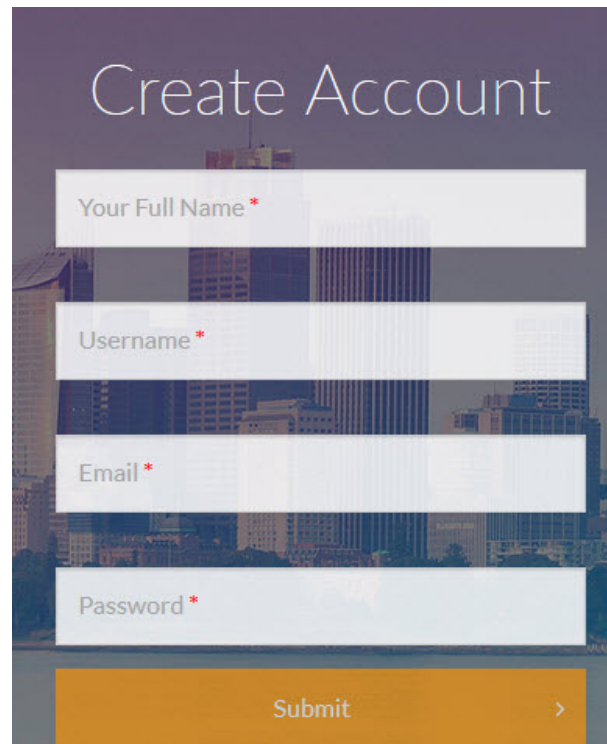
Bounty Cook Colliery Contractor Management System

Please follow this step-by-step guide to register your business in the Bounty Cook Colliery Contractor Management System.

A screenshot of the 'Log in' page for the Bounty Cook Colliery Contractor Management System. The page has a dark background with a city skyline. The 'Log in' text is at the top. Below it are two white input fields labeled 'Email' and 'Password'. An orange 'Log in' button is below the fields. At the bottom left is a link 'Recover my password'. At the bottom center is a '< Create Account' link.

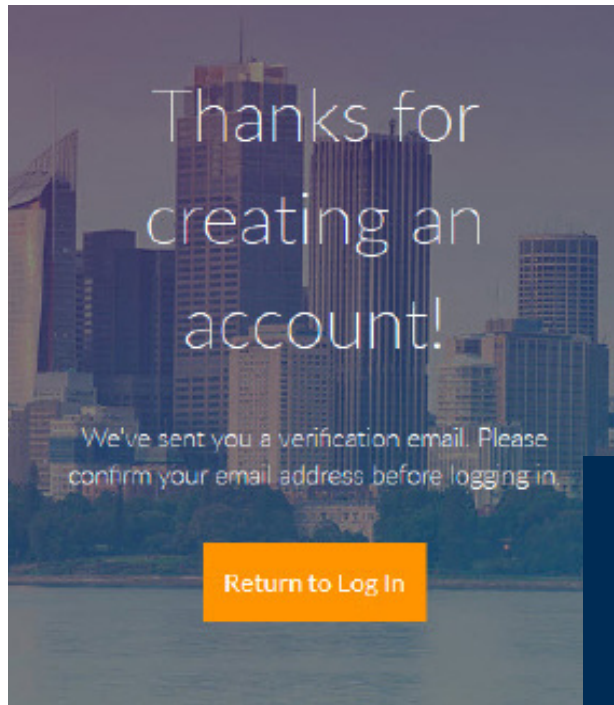
Step 1

For first time users, click "Create Account."

A screenshot of the 'Create Account' page for the Bounty Cook Colliery Contractor Management System. The page has a dark background with a city skyline. The 'Create Account' text is at the top. Below it are four white input fields labeled 'Your Full Name *', 'Username *', 'Email *', and 'Password *'. An orange 'Submit' button is at the bottom right.

Step 2

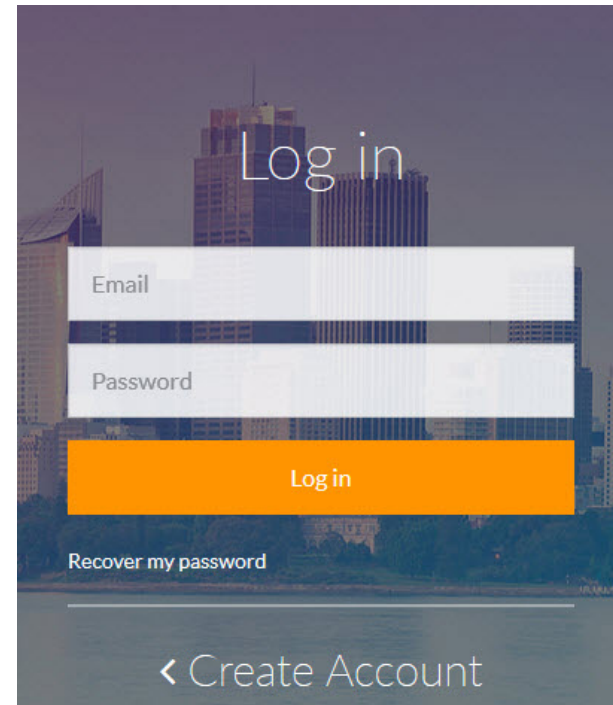
To create an account, enter a username, email address and a password. Once you have filled in the marked fields, click "Submit."



**PLEASE NOTE,
THE ACTIVATION
LINK WILL EXPIRE
WITHIN 2 HOURS
OF BEING SENT.**

Step 3

You will now be sent a verification email to the email address you provided.



Step 4

Activate your account by clicking on the link in the verification email. To sign in, enter the username and password that you created.

Community Select Authorised Contractor System

For Questions or Assistance please call 1300 305 072

Pegasus
Powered by Oracle

User Profile

Account Details

Your account has not been activated. To activate you must follow the link in the activation email which was sent to you at the time your account was created. You may resend the activation email by pressing the "Resend Account Activation Email" button

Username *

tester1

Change Password

Email

testing1@maildrop.cc

Change Email

Resend Account Activation Email

Personal Details

First Name

Tester

Last Name

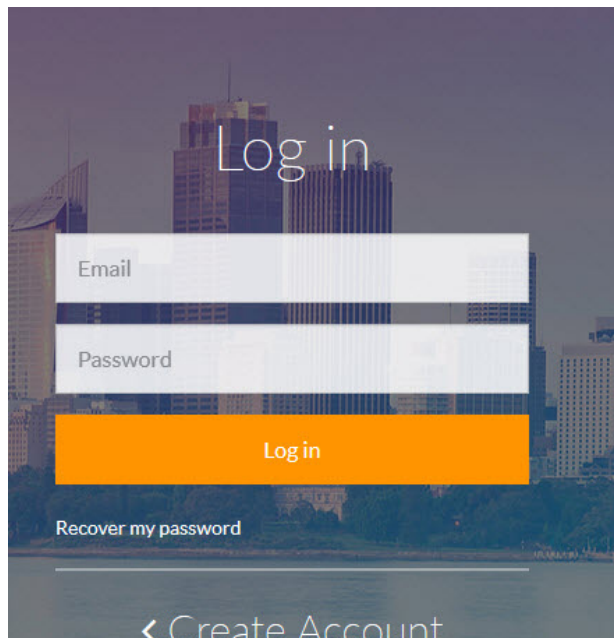
One

Please note

If the activation link you are sent expires, you will be redirected to this page. Please complete the required information to resend your account activation link.

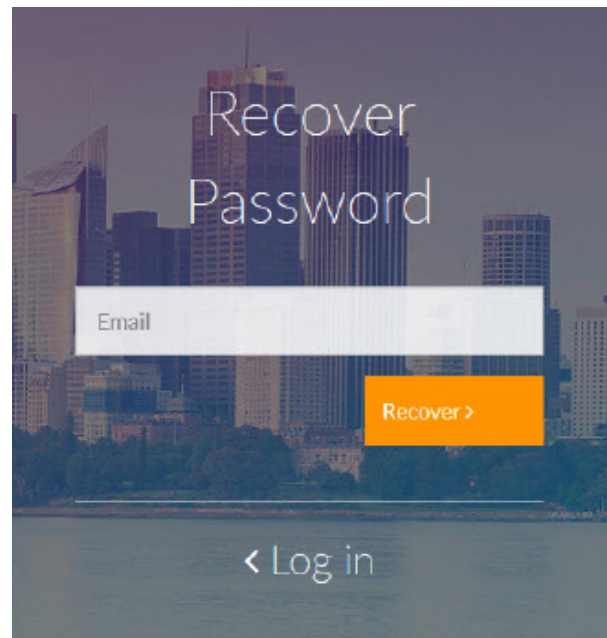
RECOVERING YOUR PASSWORD

RECOVERING YOUR PASSWORD



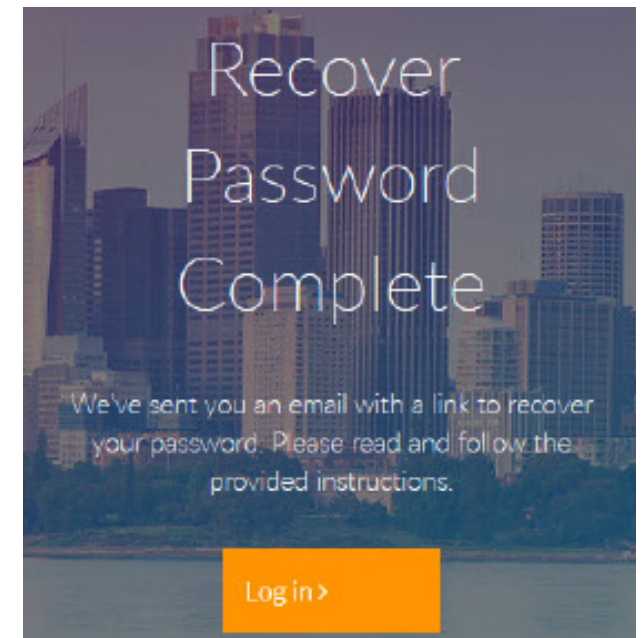
Step 1

Click on “Recover my password.”



Step 2

Type in your email and select “Recover.”

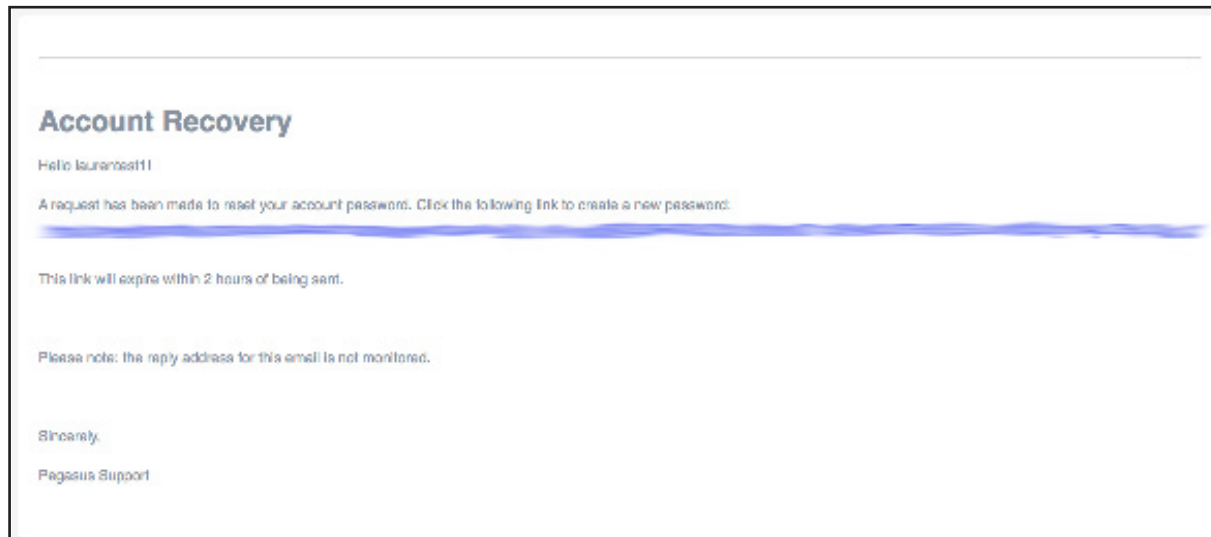


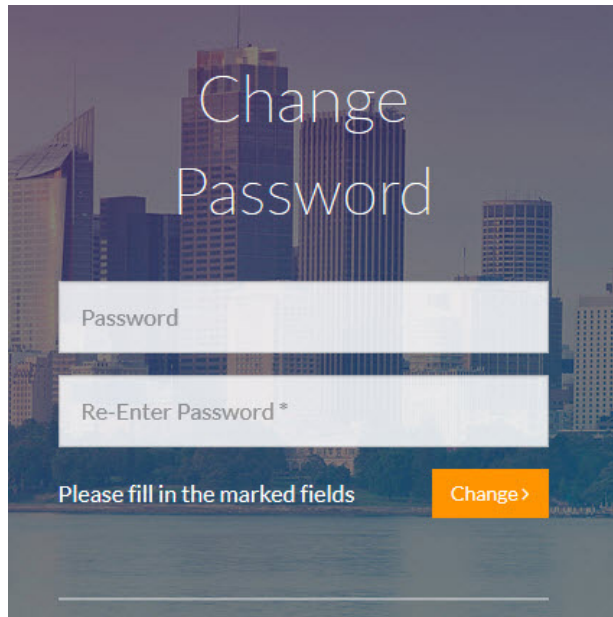
Step 3

An automated email will be sent to you. Please remember to check your junk mail.

Step 4

Once you receive the email to reset your password, please click the link provided.





Change Password

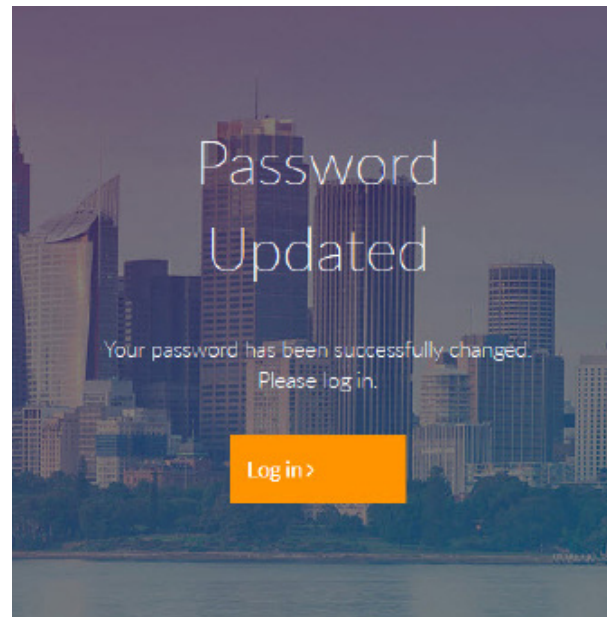
Password

Re-Enter Password*

Please fill in the marked fields [Change >](#)

Step 5

Enter your new password in both of the fields. Your password must be a minimum length of five characters. Next click "Change."



Step 6

Your password has successfully been changed. Please login using your username and new password.

REGISTERING YOUR COMPANY

The screenshot shows the Pegasus Onsite Company Compliance Portal. The header includes the Pegasus logo, user information (Hlinen and Pegasus), and the portal title. A sidebar on the left contains navigation links: Home, Manage My Business Details, Manage My Office Locations, and Logout. The main content area is titled 'Business Details Registration' and prompts the user to select a country. A dropdown menu shows 'Australia' with a 'Change' button. Below this, instructions ask for the ABN and provide two options: 'Register with this business' or 'Add this business'. A light blue box contains a link 'Don't know your ABN? Find it here.' At the bottom, an 'ABN Search' section features an input field with 'ABN' and a 'Search' button.

Pegasus
Powered by Onsite

Hi Hlinen | Pegasus

Onsite Company Compliance Portal
For support please call 1300 441 433

Business Details Registration

Select the country that your business operates in.

Australia [Change](#)

Please enter the ABN of your business (without spaces) and click "Search".

- If your business is listed in the results, click 'Register with this business'
- If your business is not listed in the results, click 'Add this business'

[Don't know your ABN? Find it here.](#)

ABN Search

ABN

Step 1

Australian based companies enter your business ABN and click "Search."

Companies based in countries other than Australia, select "Change" in the country field and enter the correct country. Enter your business number and click "Search."

Registered Business Name	ONSITE TRACK EASY PTY LIMITED
ASIC Number	098220743

Select Preferred Business Name

☐ ONSITE TRACK EASY PTY LIMITED

☐ ' ONSITE TRACK EASY '

First1Last

2 Item(s)

Add this business

Step 2

Select your preferred business name from the list provided, then click “Add this business.”

Business Details Registration

Please complete the business details form below.

Business Details

Registered Business N...	ONSITE TRACK EASY PTY LIMITED	ABN	84098220743
Business Name	'ONSITE TRACK EASY'	Country	Australia

Contact Details

Name *

Email *

Request Registration

Step 3

Enter the business details in the form, agree to the declaration and then click “Request Registration.”

The screenshot shows a navigation bar with three steps: 'Company Registration' (highlighted in blue), 'Subscription', and 'Document Uploads'. Below the bar, text states: 'In order to become an authorised contractor, you must meet all criteria set by Pegasus and satisfactorily complete the following steps:'. A list of three steps follows: 1. Complete all sections of the Company Registration Questionnaire, including Agreements. 2. Upload all relevant licenses and insurances as requested. You will need to upload current documents that can be verified against the ABN and Business Name used to register. 3. Complete the Safety Management System assessment if prompted. A note below the list says: 'Please note you will be required to complete the full contractor registration process before you are compliant.' An orange 'Continue' button is at the bottom right.

Company Registration Subscription Document Uploads

In order to become an authorised contractor, you must meet all criteria set by Pegasus and satisfactorily complete the following steps:

1. Complete all sections of the Company Registration Questionnaire, including Agreements.
2. Upload all relevant licenses and insurances as requested. You will need to upload current documents that can be verified against the ABN and Business Name used to register.
3. Complete the Safety Management System assessment if prompted.

Please note you will be required to complete the full contractor registration process before you are compliant.

Continue

Step 4

Read the Business Registration information then click “Continue.”

The screenshot shows the 'Business Details' form. The navigation bar is the same as in Step 4. The main heading is 'Business Details'. In the top right corner, there is a progress indicator (a circle with an orange segment) and the text 'Page 1 of 7' and a 'Save Progress' button. The first question is 'Please select your business structure/type.' with a green checkmark icon. Below the question are five radio button options: 'Private Company' (selected), 'Sole Trader', 'Joint Venture/Alliance', 'Partnership', and 'Public Company'.

Company Registration Subscription Document Uploads

Business Details

Page 1 of 7 Save Progress

✓ Please select your business structure/type.

- ☒ Private Company
- ☐ Sole Trader
- ☐ Joint Venture/Alliance
- ☐ Partnership
- ☐ Public Company

Step 5

Complete the Business Registration questions.
Please note, some questions will require a typed answer.

The screenshot shows a web interface for business registration. At the top, there are three tabs: 'Company Registration' (active, dark blue), 'Subscription' (light blue), and 'Document Uploads' (light blue). Below the tabs is the 'Questionnaire Summary' section. It contains a list of seven items, each with a title, a link to 'Update answers', and a right-pointing arrow: 'Business Details', 'High Risk Categories of Work', 'Work Categories', 'Insurances', 'Demo Components', 'Accreditation', and 'Confirmation'. At the bottom left is a 'Back' button with a left-pointing arrow. At the bottom right is a large orange 'Submit Answers' button.

Section	Update answers	Action
Business Details	Update answers	>
High Risk Categories of Work	Update answers	>
Work Categories	Update answers	>
Insurances	Update answers	>
Demo Components	Update answers	>
Accreditation	Update answers	>
Confirmation	Update answers	>

[← Back](#) [Submit Answers](#)

Step 6

Please review your Business Registration answers in the questionnaire summary by clicking on the arrow (>) to expand your answer. Once you are satisfied with your answers, select “Submit Answers.”

If you would like to adjust a question, click “Back.”

Once you submit you will not be able to go back and change your responses, so please do take the opportunity to review.

ANNUAL SUBSCRIPTION

ANNUAL SUBSCRIPTION

Vendor Registration

Subscription

Document Uploads

SMS Review - High Risk

Safe Transport Assessment

Safe Transport Assessment Uploads

Payments made to Pegasus are for the verification of uploaded documentation and auditing as required.

Under no circumstances will a refund of fees be granted after the document verification process has commenced.

If you are ready to proceed please go to the next page to make your payment by Credit Card through Paypal or via a Paypal account. Once the payment has been completed a tax invoice will be generated automatically.

Continue

Step 1

Read the subscription details, then select "Continue."

Vendor Registration

Subscription

Document Uploads

SMS Review - High Risk

Safe Transport Assessment

Safe Transport Assessment Uploads

You need to purchase the following subscription(s):

Subscription type	Duration	Expires	Cost	Tax	Total
Pegasus-subscription for Visy portal Subscription calculation based on: • annual subscription	1 year	01 Jun 2018	\$1100	\$110	\$1210
Pegasus - SMS Visy Audit Fee Subscription calculation based on: • safe-transport-assessment	2 years	01 Jun 2017	\$300	\$30	\$330

Total \$1440 AUD

paypal

Pay

Step 2

Your subscription type may be split into two types, the first will be your annual subscription and the second based on the category of SMS audit required. Purchase the subscription by clicking "Pay".

ANNUAL SUBSCRIPTION

Your order summary

Descriptions	Amount
--------------	--------

Choose a way to pay

Pay with my PayPal account
Log in to your account to complete the purchase

Email
te

PayPal password

☐ This is a private computer. [What's this?](#)

[Log in](#)

[Forgotten your email address or password?](#)

Pay with a credit or debit card
(Optional) Sign up to PayPal to make your next checkout faster

[Cancel and return to Test Business's Test Store](#)

[Site Feedback](#)

PayPal helps protect your privacy and security. For more information regarding the PayPal service read our [User Agreement](#), [Combined Financial Services Guide and Product Disclosure Statement](#), and [Privacy Policy](#).

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Step 3

You can pay for your subscription using the following options:

1. Using an existing PayPal account.

If you choose to pay via PayPal, you have the option to save these details and create an account with PayPal.

2. Pay with Credit or Debit card.

Please note you do not need to have a PayPal account to make a payment via this method.

Vendor Registration | **Subscription** | Document Uploads | SMS Review - High Risk | Safe Transport Assessment | Safe Transport Assessment Uploads

Payment successful. Please click next to continue with the process.

Product	Description	Cost	Tax	Total Cost
Pegasus-subscription for Vky portal	Pegasus-subscription for Vky portal	\$100	\$10	\$110
Pegasus SMS Vky Audit Fee	Pegasus SMS Vky Audit Fee	\$300	\$30	\$330

Total \$440 AUD

[View Invoice](#) [Next](#)

Step 4

Once your payment has been executed successfully you can view and save your invoice. To continue, select "Next."

UPLOADING DOCUMENTS

UPLOADING DOCUMENTS

Document Uploads

Please proceed with document upload by clicking on the upload document button. Note, if the same document appears multiple times, you will only be required to upload it once.

Certificate	Documents	Status
Public and Product Liability Insurance	Upload the following document Public and Product Liability Insurance	<div>Upload Document</div> <div>Not Complete</div>

Step 1

Upload all of the requested documents by clicking "Upload Document."

< Public and Product Liability Insurance

Upload File

Drag a file here to add it.

Select File

Maximum File Size 10 MB

Supported Media Types PNG Image, JPEG Image, Text File, PDF File, Microsoft Word File

Enter Additional Information

Policy Number	Start Date *	End Date *
<input type="text"/>	<div>30/08/2017</div> <div></div>	<div></div> <div></div>

Step 2

Click "Select File" or drag and drop the file into the white rectangle to add the file.

Fill out any mandatory fields before selecting "Submit."

UPLOADING DOCUMENTS

Document Uploads

Please proceed with document upload by clicking on the upload document button. Note, if the same document appears multiple times, you will only be required to upload it once.

Certificate	Documents	Status
Public and Product Liability Insurance	<div>Upload the following document</div> <div><div>✓</div>Public and Product Liability Insurance</div>	<div>View Document</div> <div>Pending Verification</div>

Next

Step 3

Once all of the documents have been uploaded and their status is showing as "Pending Verification" select "Next" to continue.

Please note, the "Next" button will appear once all of the documents have been uploaded.

Thank You

Your business profile has now been created. If we have any questions regarding your application or documentation one of our friendly staff will contact you using the details you have provided.

By clicking on the submit button on this page, your profile and documents will be lodged for verification, and you will be returned to the home page. From here you can continue with the next step in the process by creating additional office locations and contacts.

Clicking on the Manage My Office Locations tile will allow you to create additional office locations and enter address and contact details for these locations.

Clicking on the Manage My Business Details tile will allow you to edit your business information and edit or create new contact details.

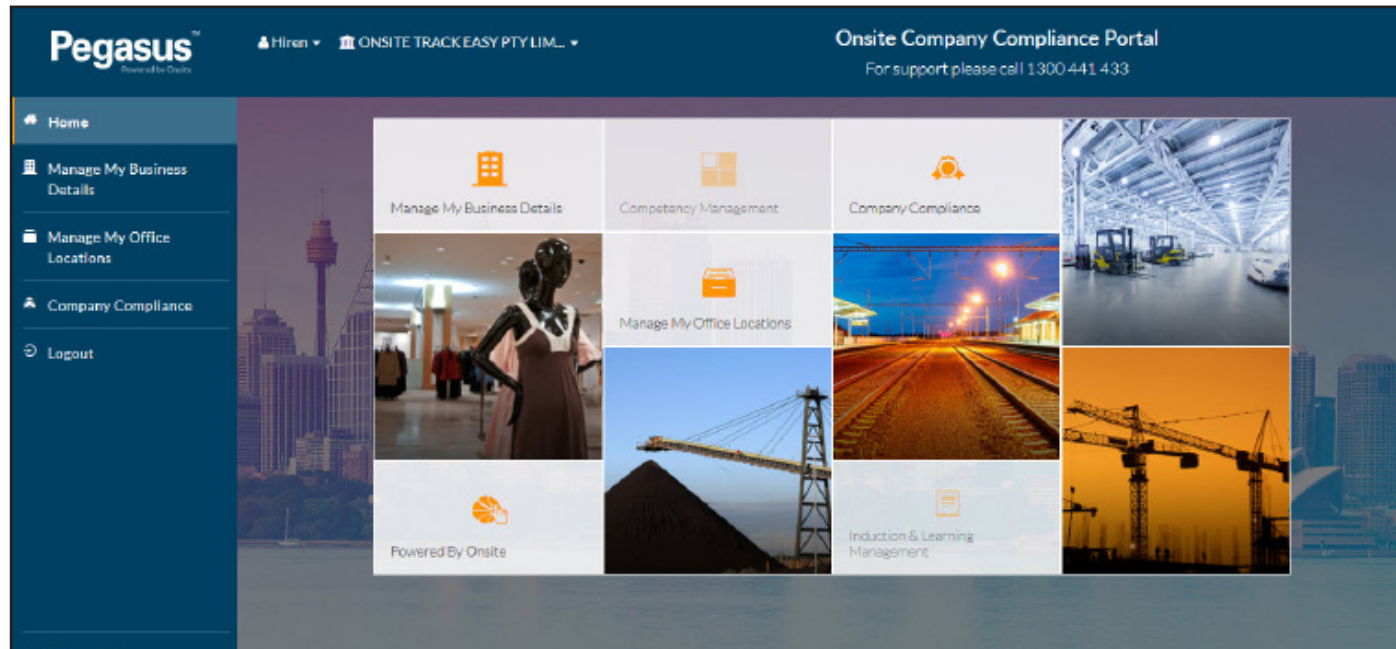
Submit

Step 4

Once you have completed your business registration, select "Submit."

MANAGE MY BUSINESS DETAILS

MANAGE MY BUSINESS DETAILS



Step 1

After registering your business in the Contractor Management System you will need to manage your business details. This includes business information, compliance documents and transaction history.

To manage your business details from the home page, select the “Manage My Business Details” tile. You can also select “Manage my Business Details” in the menu down the left hand side of the page.

The screenshot shows the 'Manage My Business Details' form. It has a header with the title and a 'Details' tab. The form is divided into sections: 'Business Information' with fields for 'Company Name' and 'ABN'; 'Locations' with a table for 'Location Name' and 'Address'; 'Induction & Learning Management' with a table for 'Induction Name' and 'Status'. Each section has a 'Save' button.

Step 2

To update or edit your business details ensure you have selected “Details” from the tabs under the “Manage My Business Details” header.

Make any required adjustments, then select “Save.”

MANAGE MY BUSINESS DETAILS



< Sydney Head Office

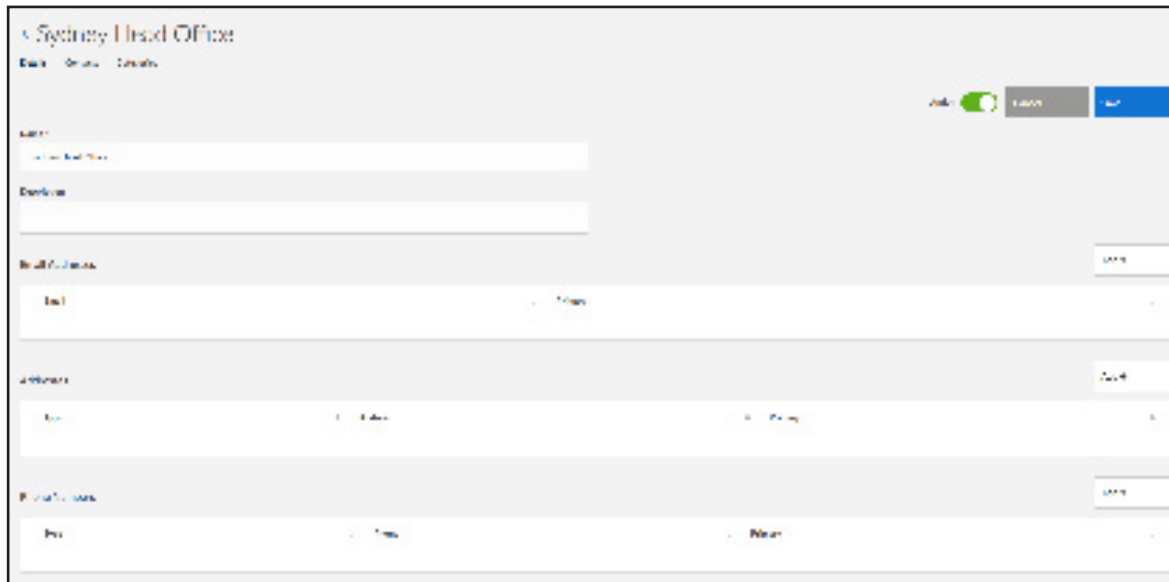
Details Contacts Categories

Search

Name	Address	Phone
Lauren Test		

Step 3

To add a new business contact, select “Add.”



< Sydney Head Office

Details Contacts Categories

Name

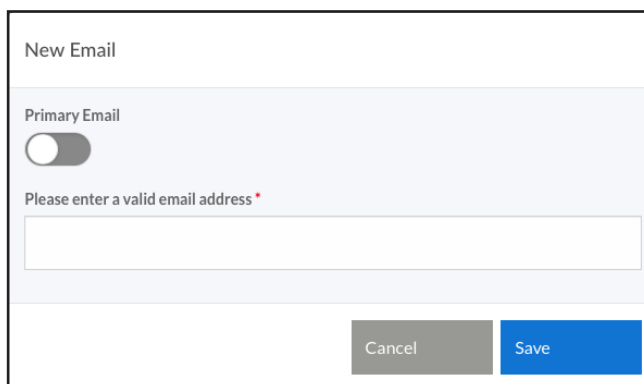
Email

Address

Phone

Step 4

Please select “Add” for each section of information: Email Address, Address and Phone number.



New Email

Primary Email ☐

Please enter a valid email address *

Step 5

Enter the primary email address that you wish to associate to this business contact. You have the option to make this the primary email by sliding the “Primary Email” bar to the right.

Step 6

Enter the new address that you wish to associate to this business contact. You have the option to make this the primary address by sliding the “Primary Address” bar to the right.

New Address

Type *

Primary Address

Country *

Australia

Address Line 1 *

Address Line 2

City/Town *

State/Province *

Postal/Zip Code *

Cancel

Save

Step 7

Enter the new phone number that you wish to associate to this business contact. You have the option to make this the primary phone number by sliding the “Primary Phone Number” bar to the right.

New Phone Number

Type *

Primary Phone Number

Number *

Cancel

Save

MANAGE MY BUSINESS DETAILS

Sydney Head Office

Details | Contacts | Compliance | Documents | Transactions | Assurance

Name

Description

Business Details Save

Personal Details Save

Step 8

Once all of the information had been added, select “Save.”

Manage My Business Details

Details | Contacts | Compliance | Documents | Transactions | Assurance

Overview

100 Subscriptions 100 Certificates

Subscriptions

Name	Description	Expires Date	Status
Company 1	Company 1	1/1/2027	Active

Certificates

Name	Status
Public & Product Liability Insurance	In Progress
Motor Vehicle Insurance	In Progress
NSW - Worker Compensation	In Progress

Assurance

Name	Status

Step 9

To view the business’ compliance, select “Compliance” from the tabs under the “Manage My Business Details” header. Here you can view subscriptions, certificates and other areas of compliance.

MANAGE MY BUSINESS DETAILS

< Manage My Business Details ⓘ

Detail Contacts Compliance **Document Library** Transaction History Assessments

Search

Name	Description	Issue Date	Expiry Date	Status	
Motor Vehicle Insurance	Motor Vehicle Insurance	7/06/2016		Not Ready	
Motor Vehicle Insurance	Motor Vehicle Insurance	7/06/2016	31/01/2017	Submitted	View Document
NSW - Workers Compensation	NSW - Workers Compensation	7/06/2016	29/04/2017	Submitted	View Document
Public &/or Product Liability Insurance	Public &/or Product Liability Insurance	7/06/2016	20/05/2017	Submitted	View Document

Total: 4

10 25 50 100

Step 10

You can view the details of a specific certificate by clicking on the name of the certificate that you would like to view.

< SMS Certificate

Required Documents

Upload the following document

✓ SMS Audit Report [View Document](#)

Step 11

You can view the document that was uploaded against this certificate by selecting the “View Document” button.

< Manage My Business Details ⓘ

Detail Contacts Compliance Document Library **Transaction History** Assessments

Start Date End Date

Only Complete ☒

Invoice No.	Type	Payment Date	Total	Complete	Invoice
3000002351	Purchase	7 Jun 2016 8:03:08 PM	\$110.00	Yes	View Invoice

Total: 1

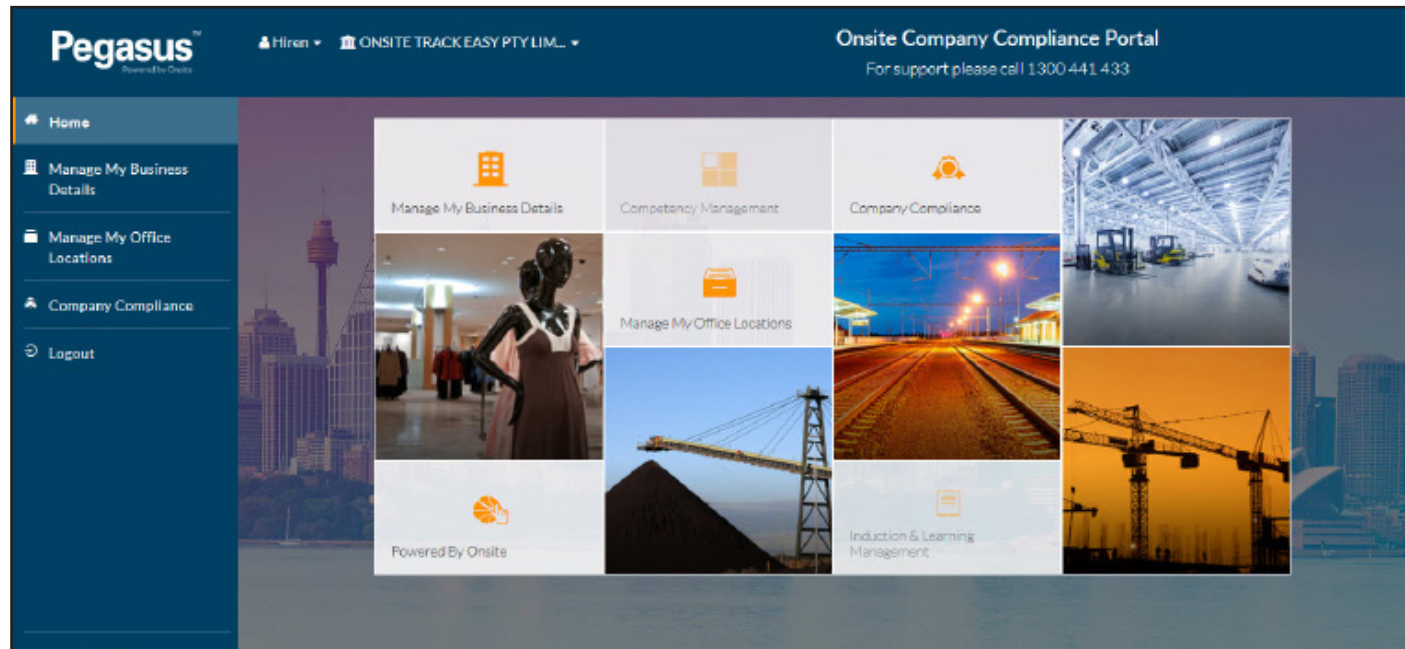
10 25 50 100

Step 12

To view the business’ transaction history, select “Transaction History” from the tabs under the “Manage My Business Details” header.

MANAGE MY OFFICE LOCATIONS

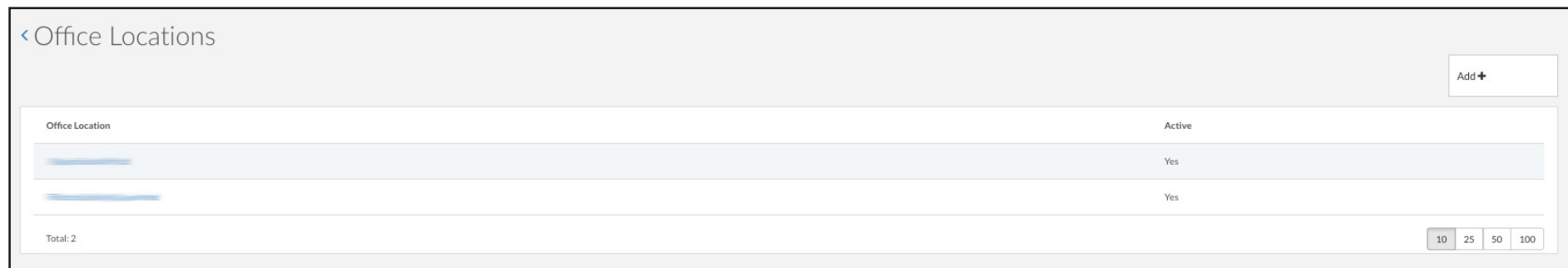
MANAGE MY OFFICE LOCATIONS



Step 1

After registering in the Contractor Management System you will need to manage your office locations.

To manage your office locations from the home page, select the “Manage my Office Locations” tile. You can also select “Manage My Office Locations” in the menu down the left hand side of the page.



Step 2

To add a new office location, select “Add.”

Office Location

Name *

Description

Cancel

Continue

Step 3

Enter the required details of the office location and select “Continue.”

< Office Locations

Add +

Office Location	Active
	Yes
	Yes
Total: 2	

10

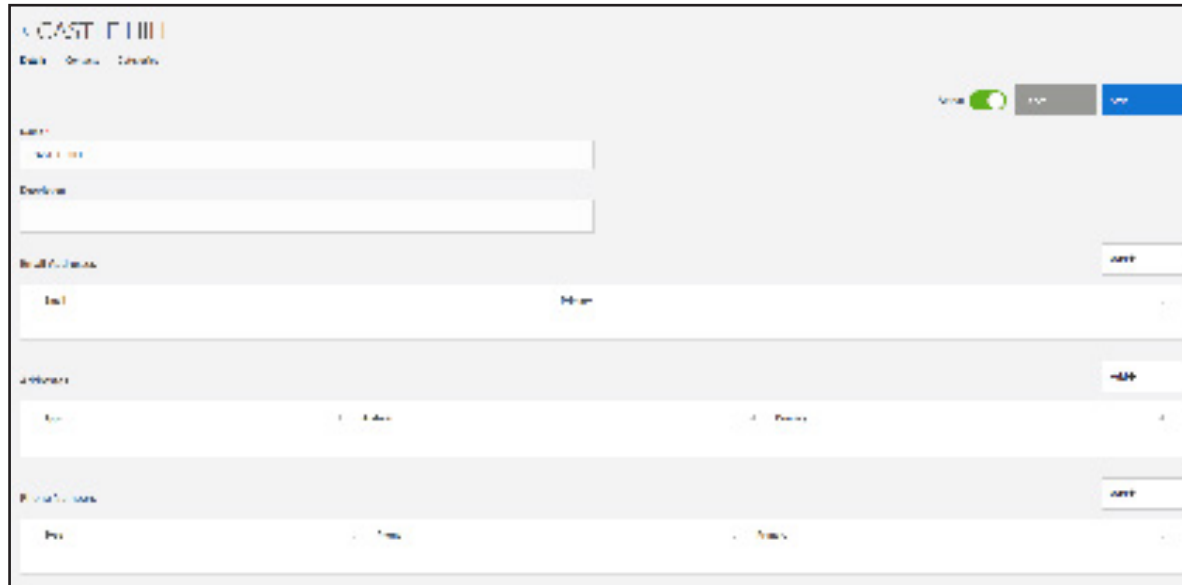
25

50

100

Step 4

You will now need to provide contact details for the newly created office location. To do this, please click on the name of the new location.

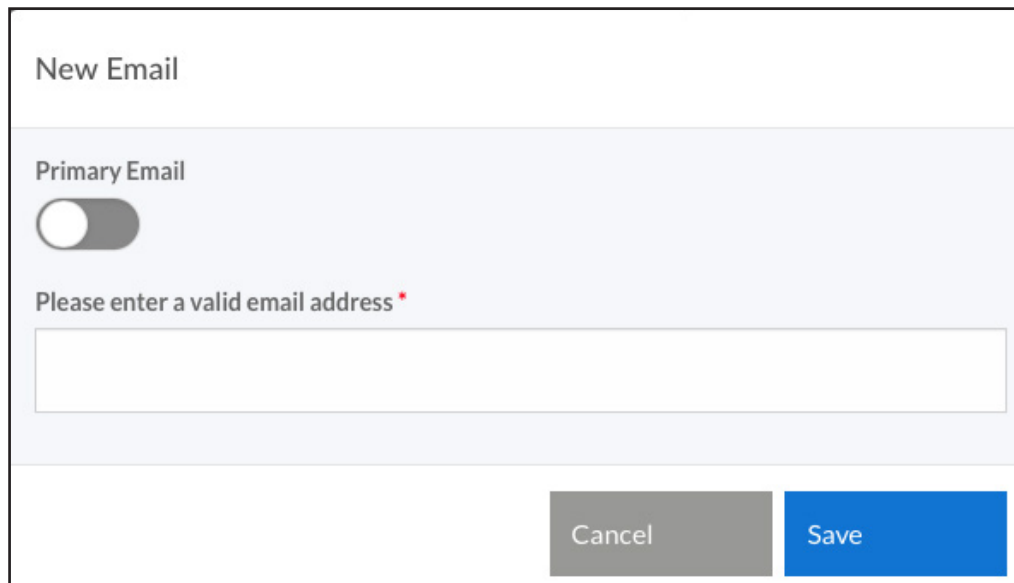


The screenshot shows a web interface for managing office locations. At the top, there's a header with the text 'MANAGE MY OFFICE LOCATIONS' and a sub-header 'Basic Details'. Below this, there are several input fields and buttons:

- Name:** A text input field with a placeholder 'Add Name' and an 'Add' button.
- Description:** A text input field with a placeholder 'Add Description' and an 'Add' button.
- Email Address:** A text input field with a placeholder 'Add Email Address' and an 'Add' button.
- Address:** A text input field with a placeholder 'Add Address' and an 'Add' button.
- Phone Number:** A text input field with a placeholder 'Add Phone Number' and an 'Add' button.

Step 5

Please select "Add" for each section of information: Email Address, Address and Phone Number.



The screenshot shows a 'New Email' form. It includes a 'Primary Email' toggle switch, which is currently turned off. Below the toggle is a text input field for the email address, with a red asterisk indicating a required field. At the bottom of the form are two buttons: 'Cancel' and 'Save'.

Step 6

Enter the email address that you wish to associate to this business location. You have the option to make this the primary email by sliding the "Primary Email" bar to the right.

Step 7

Enter the address that you wish to associate to this business location. You have the option to make this the primary address by sliding the “Primary Address” bar to the right.

New Address

Type *

Primary Address

Country *

Australia

Address Line 1 *

Address Line 2

City/Town *

State/Province *

Postal/Zip Code *

Cancel

Save

Step 8

Enter the phone number that you wish to associate to this business location. You have the option to make this the primary phone number by sliding the “Primary Phone Number” bar to the right.

New Phone Number

Type *

Primary Phone Number

Number *

Cancel

Save

MANAGE MY OFFICE LOCATIONS

The screenshot shows a form titled 'COAST F1111' with tabs for 'Details', 'Contacts', and 'Categories'. The 'Details' tab is active, showing fields for 'Name' (with a dropdown menu), 'Description', 'Status' (a toggle switch set to 'On'), 'Location' (a dropdown menu), 'Address' (a text field), 'Phone' (a text field), and 'Email' (a text field). There are 'Save' and 'Cancel' buttons at the bottom right.

Step 9

Once all of the information has been added, select “Save.”

The screenshot shows the 'Sydney Head Office' page with tabs for 'Details', 'Contacts', and 'Categories'. The 'Contacts' tab is active, displaying a table of contacts. The table has columns for 'Name', 'Address', and 'Phone'. A single contact, 'Lauren Test', is listed. An 'Add' button is visible in the top right corner.

Name	Address	Phone
Lauren Test		

Step 10

To view the location’s contact details select “Contacts” from the tabs under the location name header.

To edit or view the specific contact details, click on the name of the contact.

To add a new contact select “Add.”

Active ☒ Cancel Save

Name *

Email Addresses Add +

Email	Primary

Addresses Add +

Type	Address	Primary

Phone Numbers Add +

Type	Phone	Primary

Step 11

Please select “Add” for each section of information: Email Address, Address and Phone Number. Enter the information required, then select “Save.”

You can make any of these entries the primary information for the location by sliding the “Primary” status bar to the right.

Once all of the information has been added, select “Save”



For questions or assistance please call 1300 306 384
or email bountycookcolliery@pegasus.net.au